



INTERNATIONAL  
**BIATHLON**  
UNION

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INTERNATIONAL **BIATHLON** UNION  
**TRAVEL**  
**EXPENSES**

## 1. GENERAL REGULATIONS

Transport is the IBU's largest source of greenhouse gas emissions. The IBU is committed to reducing its environmental impact, and consequently alternatives to travel must be considered before agreeing to travel in person, including preference for online conferencing whenever possible. The IBU monitors and manages its travel activities, focusing on the need for travel and to limit its environmental impact.

Travel expenses will be reimbursed by the IBU to persons who are traveling on behalf of the IBU if their travel was requested or approved by the IBU beforehand and it was necessary to fulfill a task according to the IBU rules or serving the IBU's interests. Due to ever-increasing prices (e.g., 50% for air travel; car gasoline), we need to make sure we've done everything we can to travel "green" and "on budget."

The IBU staff are governed by travel regulations under the Austrian law.

## 2. PROCEDURE

The IBU Project Coordinators Event Services (travel@ibu.at) must be contacted concerning any arrangements prior to travelling on behalf of the IBU.

## 3. REIMBURSEMENT PRINCIPLES

As a general principle, airplane travel should be avoided, wherever possible. Since all travel must be coordinated through the IBU Project Coordinators Event Services (travel@ibu.at), it will always be checked first to see if travel by public transportation is possible and efficient. Flights that take less than one (1) hour can only be booked as connecting flights to an overseas or continental flight. Travel requests needs to be cleared and can be submitted at travel@ibu.at.

### Receipts:

Receipts that do not show what was consumed and when cannot be accepted. Receipts must have the principles of an invoice. They must be submitted properly and legibly.

### Air fares:

For flights lasting less than 6 hours:	Economy Class ticket
If available: For flights lasting longer than 6 hours:	Premium Economy. If not than is Business Class allowed
For flights longer than 10 hours or overnight flights:	Business Class

### Train ticket:

Regular:	First Class.
Overnight:	sleeping carriage.

### Allowances when using a private car:

€ 0.50 per km – however the total refund must not exceed the costs of an economy flight ticket. When additional persons are transported, an additional € 0.05 per km per person will be refunded.

Parking costs, motor way tolls or vignettes are included in the private car allowance and may not be reimbursed separately.

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## **4. PER DIEM ALLOWANCE**

For all persons travelling on behalf of the IBU excluding the staff:      € 80 per travel day  
   € 70 per work day

A per diem can only be charged for travel or work days that are longer than six (6) hours. Separate expenses for breakfast will not be reimbursed; they are considered to be part of the accommodation costs or else covered by per diem.

All taxes, duties and levies, additional expenses and the costs of accident, health and retirement pension insurance are to be borne by all stakeholders (excluding the staff).

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## **5. ACCOMMODATION**

Accommodation should be arranged by the Project Coordinators Event Services.

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## **6. OTHER EXPENDITURES**

Any other costs not listed above will only be reimbursed if they have been incurred in connection with the travel purpose and if all relevant documentation is provided. A prior approval for such costs is required by the IBU Secretary General.

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## **7. EFFECTIVE DATE**

These rules come into effect as of November 2022 (Decision EBM 163)